



DEPARTMENT OF DEVELOPMENTAL SERVICES - NORTH REGION
JOB OPPORTUNITY
DEVELOPMENTAL SERVICES CASE MANAGER
EAST HARTFORD – IFS DIVISION

PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!

Open To: Candidates on Current Exam List or Lateral Transfer
Location: East Hartford - IFS Division
Job Posting No: 00018646
Hours: Monday – Friday: 9:00am - 4:30pm; RDO Saturday and Sunday
Ability to flex schedule into evening in response to consumer needs and emergency situations.
Salary: \$59,089 - \$80,010* (HC-24) annually
*Incumbents new to state service begin at the minimum.
Closing Date: July 21, 2014

ELIGIBILITY REQUIREMENT: Candidates must have applied for and passed the Developmental Services Case Manager exam and be on the current certification list promulgated by the Department of Administrative Services for this classification. State employees currently holding the above title or those who have previously attained permanent status may apply for lateral transfer. Applicants will not have the opportunity to take the exam prior to the above closing date to qualify for this particular vacancy.

EXAMPLES OF DUTIES:

DUTIES & RESPONSIBILITIES DDS NORTH REGION HELPLINE: The Case Manager will be responsible for working collaboratively with others to provide efficient, timely response to families/individuals who contact the helpline for services and supports. The Case Manager will work effectively to meet regional and state goals for efficiency; provide data as needed on supports provided, provide information to families and individuals regarding DDS services and community supports and services, give information to clients, guardians and families regarding their legal rights, departmental policies and procedures, and services provided. This may also include providing information about DDS to other state and community agencies, including schools. Additional responsibilities will include coordinating requests for IFS resources (family support workers, behavioral, nursing, educational supports, etc.), processing Individual and Family Grants upon request from DDS families/individuals, assisting families in accessing DDS Voluntary Services, assisting with benefit and entitlement applications and submitting requests from families to use DDS Respite Centers. The Case Manager may assist families with DDS Respite Center Applications, respite requests and confirmation of respite stays as well as update eCamris information on individuals when informed of changes. Responsibilities will also include maintenance of electronic files (database) of information on each individual and writing electronic case notes. The Case Manager will track future grads, age-outs and benefit applications, coordinate guardianship requests from the Probate Court for individuals that are in this unit (initial or 3 year) and maintain master eligibility/case files, add any new information/evaluations

received, respond to crisis situations; Triage referrals, respond to the Office of Protection & Advocacy, complete protective services plans IPSP, PSPs, transfer cases eligible for case management assignment to the case management supervisor of the corresponding geographical area. Additional responsibilities include completing and processing family requests for additional supports through PRAT, including completion of assessment tools (LON, Priority Checklist). Valid driver's license. Performs related duties as required.

KNOWLEDGE, SKILLS AND ABILITIES:

Considerable knowledge of services available to persons with developmental disabilities; knowledge of residential programs for persons with developmental disabilities; knowledge of interdisciplinary approach to program planning; knowledge of developmental disabilities, causes and treatment; considerable skill in facilitating positive group process; interpersonal skills; oral and written communication skills; considerable ability to translate clinical findings and recommendations into program activities and develop realistic program objectives; ability to collect and analyze large amounts of information; ability to utilize computer software.

SPECIAL REQUIREMENTS:

1. Incumbents in this class may be required to possess fluency in a foreign language or sign language for designated positions.
2. When assigned to a caseload of individuals, some of whom are enrolled in the Federal Medicaid Reimbursement Program, must be eligible for certification as a Qualified Intellectual Disabilities Professional as required by Federal regulations.
3. Incumbents in this class may be required to possess and retain a valid Motor Vehicle Operator's license.
4. Incumbents in this class may be required to travel.

Application Procedure for Current DDS Employees who are Lateral Transfer Candidates and Applicants for Promotion within the DSW Classification Series:

Interested and qualified candidates who meet the above requirements should submit a fully completed DDS Application for Lateral Transfer/Promotion and copies of their last two performance appraisals.

Application Procedure for All Other Applicants:

Interested and qualified candidates who meet the above requirements should submit a fully completed Application for Examination or Employment (CT-HR-12) located at www.das.state.ct.us/exam. Current State employees must also provide copies of their last two performance appraisals. Non-State employees must also provide 2 letters of reference.

All application materials must be received by 11:59 p.m. on the closing date indicated above.

Incomplete application materials will not be considered.

Send application materials to:

Department of Developmental Services — North Region

155 Founders Plaza, 255 Pitkin Street

East Hartford, CT 06108

Email: carol.pfeifer@ct.gov; Phone: 860-263-2618 Fax: 860-622-4967

Preferred method of application is via fax to 860-622-4967

Appointment to this position will be made in accordance with applicable collective bargaining, statutory

and SEBAC requirements.

An Affirmative Action/Equal Opportunity Employer

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, and persons with disabilities.